

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO. CAFC-16-03

OPEN: February 10, 2016
CLOSE: February 24, 2016

POSITION TITLE: Attorney Advisor
GRADE & SALARY: CL 27/28 (\$51,713 - \$100,759)
NOTE: Salary in accordance with recruitment and promotion rules

About the Court:

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeals Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

Position Overview

The Attorney Advisor is the principal legal advisor to the operational clerk's office staff providing substantive legal and procedural advice regarding legal, administrative, and policy matters that directly impact the operations of the Clerk's Office and the disposition of cases. The position reports directly to the Chief Deputy.

Responsibilities of the Attorney Advisor include, but are not limited to:

- Perform initial procedural and substantive review of documents filed with the court in order to determine whether those documents meet the legal requirements of the Federal Rules of Appellate Procedure and the Federal Circuit Rules. Advise the Chief Deputy and the Clerk's Office staff regarding any procedural or legal issues raised by matters submitted for filing. Recommend appropriate action and best procedural alternatives in complex cases. Draft and review court orders.

- Analyze and interpret Federal Rules of Appellate Procedure, the Federal Circuit Rules of Practice, and federal statutes and regulations to provide procedural advice to the Clerk's Office staff on case management and docketing. Monitor administration of judicial conduct complaints and coordinate with OGC to ensure timely and correct processing.
- Conduct research on specific legal questions or assigned projects. Communicate results and guidance to the Chief Deputy and other court staff as required.
- Review motions and prepare draft orders, reports, and memoranda regarding requests for relief. Review pleadings, briefs, and records in order to ensure proper case management, draft proposed orders addressing a variety of motions for relief or disposition of the case including unopposed motions for extensions of time and motions by an attorney to withdraw from a case. Review incoming cases to determine status as related to other cases for consolidated appeals. Create en banc order template and review orders.
- Draft responses or respond to inquiries from attorneys, pro se litigants, and the public regarding procedures or information requests for non-legal advice about the court's processes, or inquiries from attorneys on procedural matters relating to the filing of pleadings, including pleadings of either a usual or unusual nature or form. Identify inappropriate filings that should not be docketed, including filings from other circuits.
- Prepare responses to requests for assistance from the Administrative Office of the U.S. Courts and other clerk's offices as directed regarding proposed amendments to policies, codes, rules, and official forms. Respond to surveys and requests for information relating to court procedures and provide editorial review of manuals and other information as required.
- Advise deputy clerks regarding case relationships and case status including docketing as companion or consolidated cases.

Required Education/Experience:

CL 27

Candidates must be law school graduates.

CL 28

Candidates must have one year of progressively responsible experience in the practice of law, in legal research, or legal administration, gained after graduation from law school at or equivalent to the CL-27 (GS 11).

OR

Candidates must have one of the following educational substitutions:

- (1) graduation in the upper third of class from a law school accredited by the ABA or Association of American Law Schools;
- (2) membership on the editorial board of a law review of such a school;
- (3) graduation from an accredited law school with an advanced degree (LLM or equivalent).

Preferred Qualifications: Experience working for the federal court system.

The ideal candidate should be an attorney interested in all areas of the court's jurisdiction and federal appellate practice; have familiarity with litigation in federal courts, including knowledge of the federal and local court rules, policies, and procedures; have the ability to conduct legal research with all available sources and provide proposed solutions based on that research; and be skilled in the oral and written presentation of complicated legal matters.

Application Process and Information:

Application packages should include a cover letter and an **Employment Application** (Form [AO-78](#)) – Visit the court’s website at www.cafc.uscourts.gov and click on “Human Resources” link).

You may mail or email your complete package to:

U.S. Court of Appeals for the Federal Circuit
717 Madison Place, NW, Suite 410-HR
Washington, DC 20439
Attention: Attorney Advisor CAFC-16-03

E-Mail to: cafcjobs@cafc.uscourts.gov

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

This is an “Excepted Appointment” and “At Will” position. Federal Government Civil Service classifications or regulations do not apply. As a condition of employment, applicants must successfully complete an FBI fingerprint and background check. This position is subject to EFT (direct deposit of earnings).

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.